COVER LETTER

Date:		
Requestor Name:		
Requestor Address:		
Attention Record Re	quest:	
check for personal	, am requesting a criminal review pursuant to 28CFR§16.30-16.	history background 34. Please mail the
results of the chec	_	
		_
		_
		_
	e that requires expeditious handli ATE/REASON ON OUTSIDE OF MAILING E	_
Date Required: _	Reason:	
If you have any fur	ther questions, please contact me	at:
Telephone:	Email:	
	Sincerely,	
	(Signature)	

LETTER OF REQUEST INSTRUCTIONS

COVER LETTER

Date:						
Requestor Name:						
Requestor Address: _						
_						
Attention Record Reque	est:					
I,	. am requesting	ra criminal	history 1	background	check	for
personal review pursua	ant to 28CFR§16.30-16	3.34. Please	mail th	e results o	of the	check
to the following addre						
I have a reason/date t	that requires expedit E/REASON ON OUTSIDE O			nal):		
(FLEASE PLACE DAI)	E/REASON ON OUISIDE O	F MAILING EN	VELOPE)			
Date Required		Reaso				
If you have any furthe	er questions, please	contact me a	t:			
Telephone:	Email:					
		Sincere	ly,			
***	®	(Signatur			

This letter may be used for record requests. A separate letter must be completed for each request. If you are not using this letter and are completing your own letter, please include all of the above requested information.